

USOE Discretionary Personnel Preparation Application Required Elements 2008-2009

Use the revised discretionary application for the cover/signature page and required budget information.

Part III Narrative should address the Personnel Preparation Priorities. Include the following Sections.

- A. ABSTRACT (5 points)**
Overall description of the project, purpose, objectives, personnel development aspects, and expected outcomes of the project.
- B. STATEMENT OF PERSONNEL DEVELOPMENT NEED (5 points)**
Identify the personnel preparation needs which this project will address and how the project funds will accomplish this. Any relevant data based on Educator Supply & Demand, State of Utah Special Education State Performance Goals and Indicators, and No Child Left Behind requirements should be included.
- C. OBJECTIVES (10 points)**
State as performance objectives whenever possible.
- D. WORK PLAN (20 points)**
Describe the project activities, timeline, and the materials and procedures to be employed in the project to address the Personnel Preparation Priorities. The plan should provide a detailed recruitment plan in partnership with LEAs. The work plan should present a logical sequence of activities that project staff will complete to accomplish project objectives. A timeline specifying activities, persons responsible, person-days to be devoted to each activity, and completion dates should be included. Partnership arrangements between the applicant and other participating organizations should be described. (Letters documenting these arrangements are to be included as an appendix.) The starting date and ending date should be consistent with information provided for each training need.

E. EVALUATION PLAN (20 points)

Describe how each objective is to be evaluated including: the types of data to be collected, the techniques to be applied, the instruments to be used and, when appropriate, how the results will be implemented and disseminated. This plan should describe both process and outcome evaluation. Process evaluation should explain how the project will document that activities described in the work plan were completed. Outcome evaluation should specify what data will be collected to document outcomes that result from training. The proposal should describe how the data will be analyzed and summarized. A midyear progress report and a final report including these data are required.

Evaluation activities should include:

- List of past program completers,
- Brief summary of previous project evaluation results and how this information has been used to improve the quality of your program
- “satisfaction” surveys and other data from district partners,
- where available, follow-up data that documents the on-the-job skills of program completers and graduates, and
- Discussion of link between project outcomes and State Performance Plan Indicators such as Indicator 3 addressing the academic participation and performance of students with disabilities.

F. CAPABILITY OF THE APPLICANT (15 points)

This section should present information on the qualifications of the applicant organization and project staff. Qualifications include past organizational experience in implementing similar projects, as well as the teaching staff’s education and experience.

G. DISSEMINATION (5 points)

Dissemination plan should include how project outcomes will be shared with partners and the USOE. Additional strategies for dissemination could include state and district presentations and articles for the Utah Special Educator. Please provide brief description and link to your project website.

H. BUDGET AND BUDGET NARRATIVE (20 points)

Line item budget must describe:

Personnel, Benefits, Travel (in state travel only), Supplies and Materials, Subcontract, Other

Narrative should describe how funds from each line item will support accomplishing project objectives. Matching is desirable, but not required. Address how tuition (personnel prep only) will support the project. What portion of the tuition is “recaptured or returned” to the department/project, ex: if 30 students pay \$1000 in tuition per semester, what portion of the \$30,000 comes back to the department and how is it used?